

## PURCHASING

### BUDGET UNIT: CENTRAL STORES (IAV PUR)

#### I. GENERAL PROGRAM STATEMENT

Central Stores stocks, supplies, and delivers stationery, forms, janitorial, and other high volume miscellaneous items for county departments and other local government agencies. Central Stores also maintains the surplus property pool. This program is an internal service fund, and as such, all operational costs are distributed to user departments through overhead rates.

The Purchasing – Central Stores budget unit is an Internal Service Fund (ISF). As an ISF, unrestricted net assets available at the end of a fiscal year is carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Estimated 2002-03</b>	<b>Department Request 2003-04</b>
Total Operating Expense	8,885,275	8,451,223	8,629,559	8,306,235
Total Revenue	9,127,369	9,115,000	8,853,030	8,510,000
Total Revenue Over/(Under) Exp	242,094	663,777	223,471	203,765
Budgeted Staffing		15.0		15.0
<b>Fixed Assets</b>	<b>30,000</b>	<b>35,000</b>	<b>-</b>	<b>35,000</b>
Unrestricted Net Assets Available at Yr End	477,471		350,000	
<b><u>Workload Indicators</u></b>				
Work Orders	42,510	40,000	38,500	37,000
Whse/Store Sales (\$)	9,112,955	9,100,000	8,500,000	8,250,000

The operating expense between budget to estimated for 2002-03 is due to additional expenses in services and supplies to meet the higher than anticipated demand by departments for materials such as paper, batteries, copier toner, printer cartridges, etc.

#### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

##### **STAFFING CHANGES**

None.

##### **PROGRAM CHANGES**

None.

##### **OTHER CHANGES**

None.

#### IV. VACANT POSITION IMPACT

The department has a 1.0 vacant budgeted position in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	1.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>0.0</u>	Retain
Total Vacant	1.0	

#### V. OTHER POLICY ITEMS

None.

#### VI. FEE CHANGES

None.

GROUP: Internal Services  
DEPARTMENT: Central Stores  
FUND: Internal Services IAV PUR

FUNCTION: General  
ACTIVITY: Central Stores

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ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<b><u>Appropriation</u></b>					
Salaries and Benefits	577,344	558,759	52,011	-	610,770
Services and Supplies	7,947,853	7,788,216	37,539	-	7,825,755
Central Computer	11,123	11,009	1,426	-	12,435
Transfers	<u>93,239</u>	<u>93,239</u>	<u>(331)</u>	<u>-</u>	<u>92,908</u>
Total Operating Expense	8,629,559	8,451,223	90,645	-	8,541,868
<b><u>Revenue</u></b>					
Other Revenue	8,853,030	9,115,000	90,645	-	9,205,645
Total Revenue	8,853,030	9,115,000	90,645	-	9,205,645
Revenue Over/(Under) Exp.	223,471	663,777	-	-	663,777
Budgeted Staffing		15.0		-	15.0
<b><u>Fixed Asset Exp.</u></b>					
Equipment	<u>-</u>	<u>35,000</u>	<u>-</u>	<u>-</u>	<u>35,000</u>
Total Fixed Assets	-	35,000	-	-	35,000

GROUP: Internal Services  
DEPARTMENT: Central Stores  
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FUNCTION: General  
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## ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<b>Appropriation</b>							
Salaries and Benefits	610,770	27,770	638,540	(31,686)	<b>606,854</b>	-	606,854
Services and Supplies	7,825,755	(262,650)	7,563,105	-	<b>7,563,105</b>	-	7,563,105
Central Computer	12,435	-	12,435	-	<b>12,435</b>	-	12,435
Transfers	<u>92,908</u>	<u>(753)</u>	<u>92,155</u>	<u>-</u>	<u><b>92,155</b></u>	<u>-</u>	<u>92,155</u>
Total Operating Expense	8,541,868	(235,633)	8,306,235	(31,686)	<b>8,274,549</b>	-	8,274,549
<b>Revenue</b>							
Current Services	<u>9,205,645</u>	<u>(695,645)</u>	<u>8,510,000</u>	<u>(31,686)</u>	<u><b>8,478,314</b></u>	<u>-</u>	<u>8,478,314</u>
Total Revenue	9,205,645	(695,645)	8,510,000	(31,686)	<b>8,478,314</b>	-	8,478,314
Revenue Over/(Under) Exp.	663,777	(460,012)	203,765	-	<b>203,765</b>	-	203,765
Budgeted Staffing	15.0	-	15.0	(1.0)	<b>14.0</b>	-	14.0
<b>Fixed Asset Exp.</b>							
Equipment	<u>35,000</u>	<u>-</u>	<u>35,000</u>	<u>-</u>	<u><b>35,000</b></u>	<u>-</u>	<u>35,000</u>
Total Fixed Assets	35,000	-	35,000	-	<b>35,000</b>	-	35,000

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### Base Year Adjustments

Salaries and Benefits	17,688	MOU.
	31,426	Retirement.
	2,897	Risk Managemnet Workers Comp.
	<u>52,011</u>	
Services and Supplies	<u>37,539</u>	Risk Management Liabilities.
Central Computer	<u>1,426</u>	
Transfers	<u>(331)</u>	Incremental change in EHAP.
Total Operating Expense	<u>90,645</u>	
Total Revenue	<u>90,645</u>	Increase in Central Stores orders.
Total Rev Over/(Under) Exp	<u>-</u>	

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### Recommended Program Funded Adjustments

Salaries and Benefits	<u>27,770</u>	Additional increase due to anticipated step increases.
Services and Supplies	(259,718)	It is expected that with the county spenddown, this category will decrease accordingly.
	<u>(2,932)</u>	GASB 34 Accounting Change (EHAP).
	<u>(262,650)</u>	
Transfers	2,565	Increase in admin. fees.
	2,932	GASB 34 Accounting Change (EHAP) placing this expense in this category.
	<u>(6,250)</u>	Delete proportional share of vehicle purchase.
	<u>(753)</u>	
Total Operating Expense	<u>(235,633)</u>	
Revenue		
Current Services	<u>(695,645)</u>	Anticipated decrease in Central Store orders.
Total Revenue	<u>(695,645)</u>	
Rev Over/(Under) Exp	<u>(460,012)</u>	

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### Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Revenue Over/(Under)
Vacant Budgeted Not In Recruitment - Delete	1	1.0	31,686	31,686	-
Vacant Budgeted In Recruitment - Retain	-	-	-	-	-
Total Vacant	1	1.0	31,686	31,686	-
Recommended Restoration of Vacant Deleted		-	-	-	-

### Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Revenue Over/(Under)
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					

#### Vacant Budgeted Not In Recruitment

<i>Clerk II</i>	9426	(1.0)	(31,686)	(31,686)	-
Subtotal Recommended - <b>Delete</b>		(1.0)	(31,686)	(31,686)	-
Subtotal Recommended - <b>Retain</b>		-	-	-	-
Total Slated for Deletion		(1.0)	(31,686)	(31,686)	-

#### Vacant Budgeted In Recruitment - **Retain**

Total in Recruitment Retain		-	-	-	-
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NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.  
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.